

METHODOLOGY AND PLAN

C O N S T R U C T I O N

The Department of Social and Health Services (DSHS) is committed to equal employment opportunity and access to its programs and services for all persons without regard to race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disabled and Vietnam-Era veteran or military status, or the presence of any physical, sensory or mental disability or any other legally protected status.

The Affirmative Action and Equal Employment Opportunity Plan (AA & EEO) requires identifying the workforce composition of individuals who are determined to be “affected and/or protected” in accordance with state and federal law. The 2007 - 2009 DSHS Affirmative Action and Equal Employment Opportunity Plan will identify job groups where affected group members exist within the workforce.

Affected group members are defined as Women, African Americans/Black, Asians & Pacific Islanders, Hispanics, Native Americans/Indians, Vietnam-era Veterans, Disabled Veterans, Persons with a Disability and over 40 yrs old.

The premise of the AA & EEO Plan is to determine the number of affected group members currently employed in each administration’s regional job groups, and to identify potential candidates for hire in these regions. The 2007 – 2009 AA & EEO Plan will allow administrations to review its compilation of workforce. It also provides a picture of who may be available for hire within each county by population composition.

Data Sources:

The 2000 US Census data worksheet titled, “Detailed Occupations of the Civilian Labor Force by Sex, Race & Origin” for Washington State was

used to identify the affected group’s workforce population. This population will be referred to as “External Availability” and is the civilian labor force totals by job titles including affected group members.

DSHS’ 450+ job titles are grouped under 30 categories. Categories are composed of job position titles with similar or same occupational skills, education, and salary range. All DSHS job titles and groups were then compared and cross referenced to the Detailed Occupations of the Civilian Labor Force by Sex, Race & Origin. External availability identifies the number of people within each region’s occupational workforce that are in positions similar to that in DSHS job groups. They are considered available to become potential workforce for DSHS.

Data was retrieved for each Job Group by the Census’ Standard Occupational Code (SOC) associated with job titles within that group. Census data was queried by counties within the six regions for all job groups and divided into their respective administrations. Each Administration has its own set of calculations of availability by region. This will help identify where staff can more appropriately reflect clients served.

The HRMS Business Warehouse provides data to identify DSHS’ internal workforce. Permanent staff only was used for this assessment. Data was extracted through Research & Data Analysis (RDA’s) database and separated into administrations. RDA’s Affirmative Action Goals Report dated 2/5/2007 was used as a cross-check to establish the number of staff within each region’s job groups.

“Current Utilization” is based upon the number of staff within each job group including affected group members. Categories of Female, Afri-

-continued on next page

Methodology and Plan Construction, *continued*

can American, Hispanic, Asian/Pacific Islander, Native American/Indian, Vietnam-era Veterans, Disabled Veterans and Disabled are divided by the job group staff total to arrive at their percentage of total staff. E.g. 100 staff - 10 Asians = 10% Asian

“Weighted Factors” are used to identify the percentage of internal staff and external workforce Availability will be used to represent a total Availability. The concept represents a portion of staff that may be available for promotional opportunity and a portion of workforce applicants who may be hired for the position. The portion or percentage is based upon a trend of who has been hired in those positions in the past, whether through the general workforce population or internal promotional opportunities.

Current Utilization and Availability are compared to determine whether affected groups are underutilized. The comparison represents an ability to hire workforce based upon that population availability. Numbers are available for state and/or regions. When Available workforce is greater than Current Utilization, underutilization is identified.

Administrations have the ability to prioritize hiring goals for underutilized job groups based upon FTE allotment and budgets. Some job groups will require the Agency as a whole to identify it for recruitment efforts.

DSHS has identified nineteen Objectives/Strategies and Action Steps to support diverse recruitment, promotions, and retention opportunities. These strategies are designed to put a structure around decision-making based upon data, measuring results, and monitoring progress.

Caveats:

Establishing the methodology for DSHS’AA & EEO Plan was difficult due to the nature of our organization. DSHS has six administrations, full-

time, part-time, non-permanent, and consultant employees, has variances in its six demographical regions, and thirty job groups which varies with each administration.

Three Job Group Variables

The Plan has established three methods for calculating its Availability:

- 1) job groups that have all staff rolled into one number;
- 2) job groups divided by regions; and
- 3) job groups that feed into another group as promotional-only opportunities.

Raw Data Queries

DSHS sorts raw data from HRMS’ Business Warehouse to publish its Affirmative Action Goals Report by Administration and Regions. The current method of extracting and sorting data does not provide a one-to-one method match of DSHS job titles against the Census job titles. The Diversity Affairs Office will work with RDA to develop a query search designed for future AA and EEO Plan updates.

Racial Groups

Census breaks racial groups down into the predominant group and mixed racial groups. Mixed racial groups were rolled into their predominant group to represent a grand total of that group.

Cross-Checks for Accuracy

- Cross check comparisons against 2000 WA State Census File 1 and DSHS HRD’s Job Group Code and Job Title
- Census totals calculated for accurate numbers instead of estimated totals listed
- Cross checks against figures from AA Goals Report

Methodology and Plan Construction, *continued*

- Cross checks against roll-up Job Group totals for each Administration
- Cross checks against Table of Job Groups for each Administration to ensure each administration is included in the Agency Roll-up
- Cross check against AA Plan 2000 for each Job Group's Weighted Factor